

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III –
Correctional Training

SALARY GROUP: A13

DEPARTMENT: Correctional Training

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 03/25/2015

POSITION #: 037053

I. JOB SUMMARY

Performs complex administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; performing administrative support work; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Serves as liaison between training department staff and information technology; and submits requests for database access, installation of equipment, and other computer-related needs.
 - B. Compiles, verifies, updates, and maintains correctional training statistical data; compiles and enters data, and prepares reports, charts, forms and graphs; and prepares and disseminates information concerning correctional training programs and training class documentation.
 - C. Prepares, edits, and distributes correspondence, reports, forms, and other documents; and maintains filing, record keeping, and records management systems to include automated information systems.
 - D. Provides customer service and responds to inquiries; monitors and reviews data entered by others in the training database; and assists in troubleshooting and solving training database and computer-related problems.
 - E. Provides technical support and training to staff in proper class documentation and in the utilization of the agency consolidated training database.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Education, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include work processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill in the electronic transmission of communications.

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11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

12. Skill to type 45 words per minute (with no more than 10 errors).

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, paper shredder, telephone, and automobile.